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DD/A Registry

79-2466

OTR 79-1045

24 JUL 1979

DD/A Registry

Training-31

MEMORANDUM FOR: Deputy Director for Administration

FROM: Donald E. Smith  
Director of Training

SUBJECT: Intake of Career Trainees

1. Action Requested: You are requested to concur in a new arrangement to enter on duty Career Trainees (CTs) four times annually in place of the present twice-annual intake.

2. Background: For many years Career Trainees have entered on duty in mid-summer and early winter. This arrangement presents problems to the Office of Training (OTR) at this point. Processing of Career Trainees to come aboard in two large groups a year exerts considerable strain on the Career Training Staff and the OTR Intelligence School which is responsible for orientation training; this strain would be alleviated if more frequent, smaller groups of CTs were entered on duty. The same consideration applies to the Offices of Personnel, Medical Services, and Security which are heavily involved in the Program. A second argument in favor of smaller and more frequent intakes is that a prospective CT will not have to wait as long to enter on duty and thus is less likely to change his or her mind about working for the Agency.

Four EOD dates per year would require two additional runnings of Orientation for Career Trainees (OCT), but this is within present OTR capacity. Operations training would not be affected, and virtually all CTs would have interim assignments.

3. Recommendation: Inasmuch as Career Trainees slated for your Directorate are carried on your payroll and Position Control Register, your concurrence to enter Career Trainees in four groups annually in place of the present two groups is requested.

/s/ Donald E. Smith  
Donald E. Smith

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SUBJECT: Intake of Career Trainees

*/s/ Don Wortman*

CONCUR: Deputy Director for Administration

*30 JUN 1979*

DATE: \_\_\_\_\_

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